



Office of the City Manager
City of Frisco, Texas

Memorandum

To: Honorable Mayor Maso and the Frisco City Council
Thru: George Purefoy, City Manager
From: Henry J. Hill, Deputy City Manager
CC: Pete Hosp, Heritage Center Coordinator
Date: October 15, 2008
Re: Consider and Act upon a Personal Services Independent Contractor Agreement with Theresa Jo Reveal Shipmen and the City of Frisco, Texas to perform Heritage Center Event Coordinator duties.

Action Requested: Consider and Act upon the Personal Services Independent Contractor Agreement with Theresa Jo Reveal Shipman and the City of Frisco, Texas for Heritage Center Event Coordinator with the duties included in Exhibit "A"

Background Information: Since the availability of the facilities in the Frisco Heritage Center, the duties of "Event Coordinator" have been handled by Pete Hosp, Heritage Center Coordinator. This has included handling requests for use of the Church for weddings and Depot for receptions and meetings. Pete has also served as the contact point for marketing the availability of the facilities.

Due to the increase in the number of requests for the various facilities and the time required at each of the events (for example, weddings requires attendance by the Event Coordinator for the full ceremony) it would be beneficial to have someone with event planning experience and available to do the scheduling and attending the various activities. A considerable amount of time is also necessary in the planning stage of the events (particularly weddings) with a lot of interaction with the prospective users.

Moreover, a person specifically detailed to the marketing of the venues would improve the revenue potential. While we presently have information available for potential users, there is not an active effort seeking out those who could and would use the facilities.

We have included in the agreement that the City would be sharing the revenue from the uses with the coordinator. That way, the coordinator is motivated to actively market the facilities and the city gets a reasonable return for the use.

Principal duties of the coordinator include:

- Answer telephone calls and inquiries regarding policies and dates.
- Send out applications and schedule approved applications.
- Maintain calendar and schedule off events.
- Meet with prospective clients.
- Meet with approved event clients to discuss policies and setup and schedule/plan for the event—including suggesting vendors and working with prospective vendors
- Be on site to welcome and support vendors for events (caterers, florists etc.)
- Be on site for event---provide assistance in running event. (amount of time to be determined)
- Remain on site for event until closing as needed
- Schedule cleaning and maintenance with City staff.

Alternatives:

The Council may approve or deny this Agreement.

Financial Considerations:

The Independent Contractor will be paid per Exhibit “A” from the various rental fees that are required for the activities that will occur within the Heritage Center.

Events in the church (weddings) would require coordinator to remain on site for 100% of the time. The split of fees would be 50/50 with the city.

Events in the depot may not require the event coordinator to remain on site for 100% of the time. The split of the fees would be 80/20 with the city.

Legal Review:

The City Attorney’s Office has reviewed and approved the Personal Services Independent Contractor Agreement.

Supporting Documents:

The Personal Services Independent Contractor Agreement and Exhibit “A”.

Staff Recommendation:

Staff recommends approval of the agreement.